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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

July 18, 2014

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2015-02

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: State Combined Charitable Campaign (SCCC) Coordinators

Commissioner of Administration Kristy Nichols recently sent a letter to all LaGov HCM paid agency department heads requesting their assistance in appointing a State Combined Charitable Campaign Coordinator(s). The Office of State Uniform Payroll (OSUP) and the Louisiana Association of United Ways (LAUW) are requesting agency HR directors to assist their department heads with this task. The [OSUP/F098](#) form should be completed for each personnel area. This form can be found on the [Forms](#) page of the OSUP Website. Completed forms should be faxed to OSUP at (225) 342-1650 by July 25, 2014.

The annual fall campaign will be held from September 15 through October 31 with payroll deductions beginning in January 2015. SCCC coordinators will be contacted by a representative from LAUW to host upcoming fall campaigns. LAUW will host a webinar training session on August 20, 2014 to train Coordinators.

The duties of Campaign Coordinators include attending coordinator training, securing campaign materials and support from the local United Way in the region, preparing and sending communications as required to support the SCCC at his/her location, arranging for a presentation to employees, turning in pledge forms and total contribution amounts to the agency's payroll office and LAUW, maintaining confidentiality of pledge information, and completing the campaign evaluation form.

Refer to OSUP Memos [#2013-07](#), [#2014-10](#), [#2014-29](#) and [#2014-41](#) for more information on the SCCC. Questions should be directed to a member of the OSUP Benefits and Financial Administration Unit by email at the following address: _DOA-OSUP-BFA@la.gov or by phone at (225):

Brandy Boyd	342-5354	Michelle Richmond	342-5357
Jodi Bullock	219-0192	Desiree Jefferson	342-5377
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APH:BPB/ral